King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.08.001, Forms Control	Approved By:	Director John Diaz
	Effective Date:	July 09, 2021
	Reviewed By:	RISM, PRC
	Review Date:	June 24, 2021

Purpose
To establish procedures for forms development and distribution that conforms to department and King County guidelines.

Policy
Management of all forms shall be the responsibility of the Records Department. All forms shall have the approval of the Division Majors/Assistant Division Directors specific to their division.

References
Department Forms: Officer Report
Staff Report

Definitions
King County Graphics Standards and Guidelines: Guidelines imposed to promote greater visual consistency, clarity, and recognition of all official King County documents.

A. Forms Management
1. The Records and Information Systems Manager (RISM) shall:
   a. Maintain a computer generated and numbered forms system.
   b. Maintain a sufficient supply of forms required for operational needs in all divisions.
   c. Ensure all forms follow King County Graphics Standards and Guidelines.
   d. Assign a department form number to each approved form.
   e. Ensure all department forms have an implementation and/or revision date.
   f. Maintain a file of original forms used to provide clear reproduction.

B. Standards:
1. The standard for all department forms shall be, but not limited to:
   a. The following information shall be included on all forms:
      1) King County Logo.
      2) King County Department of Adult and Juvenile Detention.
      3) Title of form.
      4) Department form control number.
      5) Implementation and/or revision date.
   b. All forms shall follow King County Graphics Standards and Guidelines.

c. Avoid gathering duplicate data whenever possible.
d. Avoid using department copiers to duplicate forms, which will become part of a permanent record.
    1) Photocopies of existing forms shall not be made unless an urgent condition exists and a Supervisor gives specific authority.
    2) In such cases, only the quantity needed shall be photocopied, with a memo from a supervisor approving the photocopying. This memo shall be directed to the RISM explaining the circumstances and requesting a restocking of the form.
e. Accommodate the person who must fill out forms by providing adequate space and avoiding ambiguity.
f. Field-test new forms before ordering large quantities.

C. Development

1. Staff recommending a new form or a revision to an existing form shall:
    a. Submit an Officer's Report /memorandum/Staff Report through the chain of command, including:
        1) Documentation justifying suggested change.
        2) A brief narrative outlining the specific need for the new form or revision of an existing form.
        3) Required distribution points (who will be using the form).
        4) The approximate number of forms to be used annually.
        5) Whether form supersedes an existing form.
    b. Supervisors shall:
        1) Review request.
        2) Identify any existing forms that have similar or duplicated information.
    c. Forward all additional information with original request to the RISM for revisions to a current form or creation of a new form.
    d. Once the revisions/new form is returned, the Supervisor shall forward the draft form to the Division Major/Assistant Division Director.
2. The Division Majors/Assistant Division Director shall:
    a. Submit the final draft of form to all designated staff, for review for operational effect.
    b. Submit all reviewed forms to the Facility Commander/Division Director for final approval or disapproval.
    c. Forward all approved requests to RISM for implementation.

D. Review

1. All department forms shall be:
    a. Routinely reviewed, evaluated, and reclassified by the RISM to determine:
        1) Continued need for the form.
        2) That information is not duplicated elsewhere.
        3) The form serves original purpose.
2. Forms which do not meet above criteria should be:
    a. Revised to satisfy a need or considered for discontinuance.
        1) Those recommended for discontinuance shall be discussed with the Division Major/Assistant Division Director and forwarded to Facility Commander/Division Director for final approval of discontinuance.

3. Following the review, a current list of all forms will be signed and forwarded to the Training Unit Sergeant to ensure all policy files are updated.